



Cleveland County
NORTH CAROLINA

Request for Qualifications

Professional Architectural and Engineering Services

Employee Daycare and Cafeteria

RFQ-2022 03 25 rev 0

March 25, 2022

Cleveland County Administrative Building
Attn: Kim Lester
Finance & Purchasing Department
311 E. Marion St
Shelby, NC 28150
Office: 704-484-4840
Email: Kim.Lester@clevelandcountync.gov

Professional Architectural and Engineering Services

Employee Daycare and Cafeteria

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1. Introduction

Cleveland County Government is requesting qualifications of licensed architectural and/or engineering firms to provide specified professional services in connection with the new Cleveland County employee daycare center and cafeteria. The daycare and cafeteria would be approximately 5,000 sq. ft. building located on 200 South Post Road, Shelby next to the existing Cleveland County Health Department and behind the Shelby Intermediate Middle School.

The submittal deadline is April 21, 2022 at 2:00 PM

The firm's qualification package shall be submitted as an electronic PDF on a USB thumb drive and in 3 paper copies in a sealed envelope/box.

The envelope/box shall be labeled with the project name and the firm's name.

Qualification packages can be submitted by any one of the following methods:

Mail: Cleveland County
Finance & Purchasing Department
Attn: Kim Lester
PO Box 1210,
Shelby, NC 28151

Hand delivered: Cleveland County Administrative Building
2nd Floor
Finance & Purchasing Department
Attn: Kim Lester
311 E. Marion St
Shelby, NC

Administrative questions can be emailed to Kim Lester at:
Kim.Lester@clevelandcountync.gov

Any project scope questions should be emailed to: Jason.Falls@clevelandcountync.gov no later than April 7th, 2021.

Jason Falls
Business Development Director
Cleveland County
1800 E. Marion Street, Shelby, NC 28152
D: ((704) 669-4151
C: (704) 692-7998
E: Jason.Falls@clevelandcountync.gov

2. Overview

Cleveland County would like to offer county employees daycare services and a hot lunch cafeteria as an employment benefit. There is currently no county building equipped or optimally located that could provide these functions.

The county does have available properties where a new building could be built to suit. These properties are on or near located where the highest population of Cleveland County employees are, at 200 S. Post Rd.

The new building would be approximately 5,000 sq. ft. The daycare center would accommodate 100 children—from 6-week-old babies to kindergarten age children with 10 daycare staff. The cafeteria would serve hot food serviced by a contracted food service company. The cafeteria would be able to seat 80 people.

Cleveland County will partner with a cafeteria and food vending company to assist the A&E firm with the cafeteria layout design and equipment requirements.

This project is considered a fast-track project to be commissioned and functional by July 31, 2023 so training can take place. The project could potentially be developed into a Construction Management at Risk project to expedite the construction of the site.

The chosen firm will provide professional services for development and cost estimates to keep constructions costs in the proposed budget.

Cleveland County Daycare and Cafeteria Team will choose a qualified firm using a two-step process—select firms qualified to provide such services on the basis of demonstrated competence and qualifications and an interview meeting where the firm presents their proposal and team.

The Daycare and Cafeteria Team will rate the firm based on, but not limited to, the criteria below:

- Overall reputation of the firm/team
- Key team members — experience and qualifications
- Project references specific to this type of service
- Experience with applicable regulatory agencies and permitting
- Experience with providing these services to local governments
- General project understanding and approach
- Innovative and/or alternative methods, designs, software, collaboration, etc.
- Proposed schedule
- Unique qualities that would make firm/team best suited for the project.

Cleveland County will use the standard AIA Document B101™—2017 for the basis of the contract agreement with a terms and conditions addendum as needed.

3. General Requirements

- 3.1. The RFQ contact form must be signed and returned with firm's qualifications package for the services and deliverables described in Schedule 1 (the "Services and Deliverables").
- 3.2. The County will not be bound to act by any communication or proposal submitted by firms other than in accordance with this RFQ.
- 3.3. Firm's questions and the County's responses may, or may not be forwarded to all firms. The County reserves the right to communicate all or part of the questions and responses, with all, or certain firms.
- 3.4. By submitting a qualification package in response to this RFQ, firm is deemed to accept the award selection process and criteria and County's discretion in connection with such process and criteria.
- 3.5. By submitting a qualification package in response to this RFQ, the firm acknowledges and waives any claim for compensation of any kind whatsoever against the County or any of its Representatives (as defined below), as a result of its submission, any decision made by the County during the RFQ process, including when acting in its sole discretion, or arising in any other manner from its participation in this RFQ.

4. Firm's Affirmations

- 4.1. By submitting its qualifications, the firm represents and warrants the following:
 - a. This RFQ is a solicitation for professional qualifications and is not a contract or an offer to contract;
 - b. The submission of a qualifications package by the firm in response to this RFQ will not create a contract between the County and firm;
- 4.2. The County makes no representation or warranty, written or oral, that one or more contracts will be awarded under this RFQ; and
- 4.3. The firm will bear, as its sole risk and responsibility, any cost arising from firm's preparation of a response to this RFQ and, as applicable, contract negotiations.
- 4.4. The firm is a reputable person that is lawfully and regularly engaged in providing and/or performing the *Professional Services*.
- 4.5. The firm has the necessary experience, knowledge, abilities, skills, and resources to provide the *Deliverables* and/or perform the *Professional Services* upon the terms and conditions specified in this RFQ
- 4.6. The firm is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances including, without limitation, those relating to bid rigging.
- 4.7. The firm understands:

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- a. The requirements and specifications set forth in this RFQ and
 - b. The terms and conditions set forth under which the firm will be required to operate.
- 4.8. If selected by the County, the firm will not delegate any of its duties or responsibilities under this RFQ or any resulting contract to any subcontractor, except as expressly provided in the qualifications.
- 4.9. If selected by the County, the firm will maintain any insurance coverage required by the contract during the term thereof.
- 4.10. All statements, information and representations prepared and submitted in response to this RFQ are current, complete, true and accurate. The firm acknowledges that the County will rely on such statements, information and representations in selecting the successful professional services provider. If selected by the County, the firm will notify the County immediately of any material change in any matters with regard to which the firm has made a statement or representation or provided information.
- 4.11. The firm has not given or offered to give to the County or any of its Representatives nor does it intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service in connection with its submitted quotation.
- 4.12. The firm certifies that other than the relationships which have been previously disclosed to the County in writing
- a. No relationship, whether by blood, marriage, business association, capital funding agreement or any other such kinship or connection exists between the owner of any firm that is a sole proprietorship, the officers or directors of any firm that is a corporation, the partners of any firm that is a partnership, the joint ventures of any firm that is a joint venture or the members or managers of any firm that is a limited liability company, on one hand, and an employee of any affiliate of the County, on the other hand, and
 - b. The firm or any of its officers, directors and shareholders/partners has not been an employee of the County within the immediate twelve (12) months prior to the submittal deadline of this RFQ. All disclosures by firm in connection with this certification will be subject to administrative review and approval before the County enters into a purchase order, contract or agreement with firm.
- 4.13. The firm represents and warrants that no proceedings have been taken or authorized by it or by any other person with respect to the bankruptcy, insolvency, liquidation, dissolution or winding up of the firm nor, to the knowledge of the firm, has anyone threaten to take any such proceedings against it.
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5. Submission Requirements

- 5.1. Contact: All completed documents constituting your qualifications, as well as any questions or clarifications concerning this RFQ must be submitted to the County's representative identified on page 3 of this RFQ.
- 5.2. Timeline: The qualification package must be received on or before the submittal deadline (date and time) specified on page 3 of this RFQ. The County reserves the right, but has no obligation, to accept a qualification package submitted after the deadline and to amend the timeline. If a change to the timeline is required, the County will communicate the change to the firm(s). If a firm requests an extension of a deadline, the County may, in its sole discretion, decide to allow the extension or not. The County may, in its sole discretion, decide whether or not to communicate to the other firm(s) its granting of an extension or to offer them with the same extension.

6. Terms and Conditions

- 6.1. Contract—at a later date using AIA Document B101™—2017
- 6.2. Office Locations—The firm must state the office location it plans to use.
- 6.3. Terms and Conditions—at a later date using AIA Document B101™—2017 with an addendum.

7. Scope of Work

- 7.1. Detailed Architectural and Engineering Services
 - a. Lead the detailed architectural and engineering phases of this project including but not limited to: environmental permitting, architectural, interior design, civil, power distribution, electrical, HVAC, mechanical, fire protection/plumbing, low voltage networks, and information technology.
 - b. Be responsible for the detail architectural and engineering schedule.
 - c. Be responsible for coordinating all programming sessions with stake holders.
 - d. Develop cost estimates during design (30%, 20%, 10%) of the project, to assure the county remains within the proposed budget.
 - e. Prepare construction bid packages.
- 7.2. Project Engineering Management Services
 - a. Overall project coordination, calendar of meetings
 - b. Maintain lists like: project needs and issues, contact list, vendor list, etc.
 - c. Project design cost budget and tracking of all spending actual vs plan

8. Included in Qualifications:

- 8.1. List of recent applicable facility projects with:
 - a. A brief description of firm's role
 - b. Pictures or 3-D renderings of any applicable projects
 - c. Three to five client references and contact information.
- 8.2. A & E Project organization
 - a. Team organization chart with names and functions
 - b. Detailed resumés of each name and functional history
 - c. Proposed project execution plan
- 8.3. Cost of Services
 - a. Unit fee schedule
 - b. Travel expense detail
 - c. Miscellaneous

RFQ CONTACT FORM

RFQ-2022 03 25 rev 0

Employee Daycare and Cafeteria

March 25, 2022

To: Cleveland County Finance & Purchasing Department
PO Box 1210
ATTN: Kim Lester
311 E. Marion Street
Shelby, NC 28151

From: _____

Date: _____

Principal Contact Information

Signature

Company Address Line 1

Print Name

Company Address Line 2

License Number

Work Phone

Expiration Date

Cell Phone

Company Name

Email